SPS

STATEWIDE PERSONNEL

SYSTEM

Close a Position

November 2014

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Close a Position Business Process

Business Process Overview

The Close Position business process is use to permanently stop all HR Personnel transactions to an unfilled position. The process is listed in the table below.

Process Steps	Role	Description
Initiate the Close a Position Process	HR Coordinator	Enter the details to close a position. (**NOTE**: close a position is a permanent transaction).
Agency Approval	HR Partner	Agency HR Director approval.
	Appointing Authority Partner	Agency Appointing Authority approval
Budget Approval	Budget and Finance Partner *	Agency budget approval for abolished positions.
	Budget Administrator *	DBM Office of Budget and Analysis approval for abolished positions.

NOTE: Approval routing is based on the reason selected when initiating the business process.

Events and Reasons

The table below includes reasons for the Close Position business process.

Event	Reason
Close a Position	Close Position or Headcount >Close Position>Close Position>Abolished
	Close Position or Headcount >Close Position >Temporary Worker

Before you begin…

You will need the following information to complete the Close a Position process:

- Position number or Title
- Close Reason
- Close Date

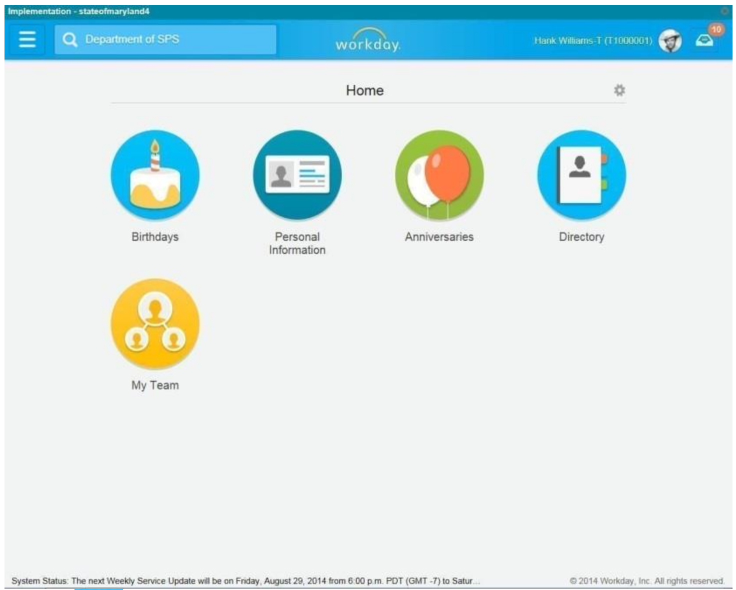
Close a Position

The procedure to initiate the Close a Position process follows.

Procedure:

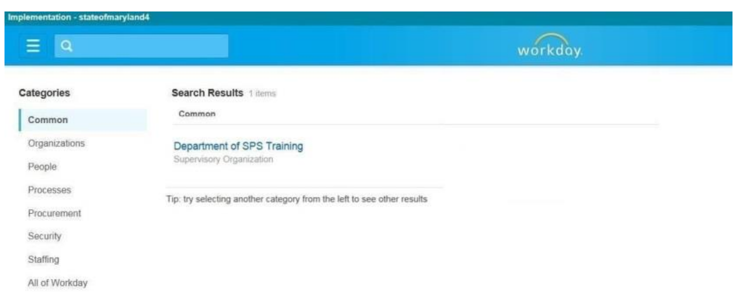
1. Type the Supervisory Organization in the Search field.

Home



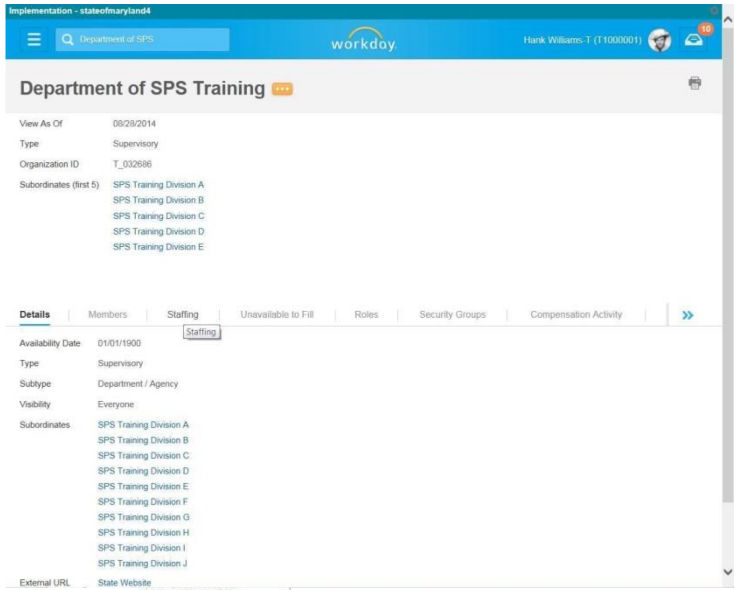
2. Click on the search  icon.

Home

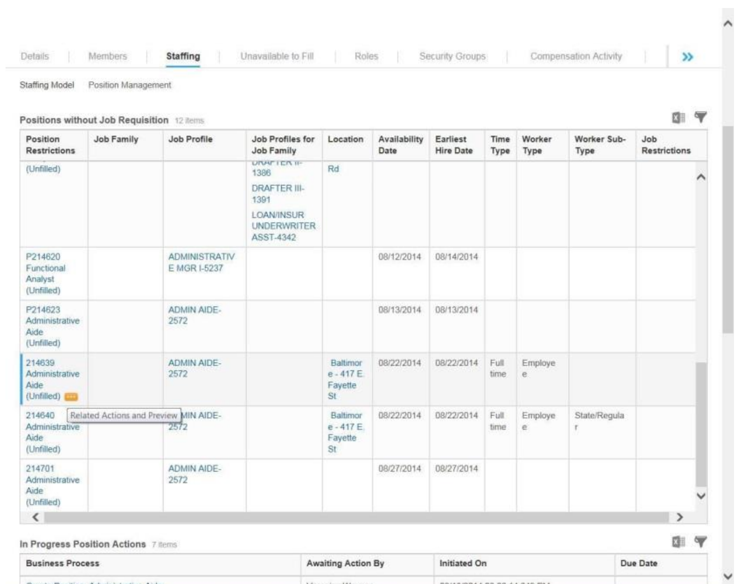


3. Click the Supervisory Organization hyperlink.

Supervisory Organization Details

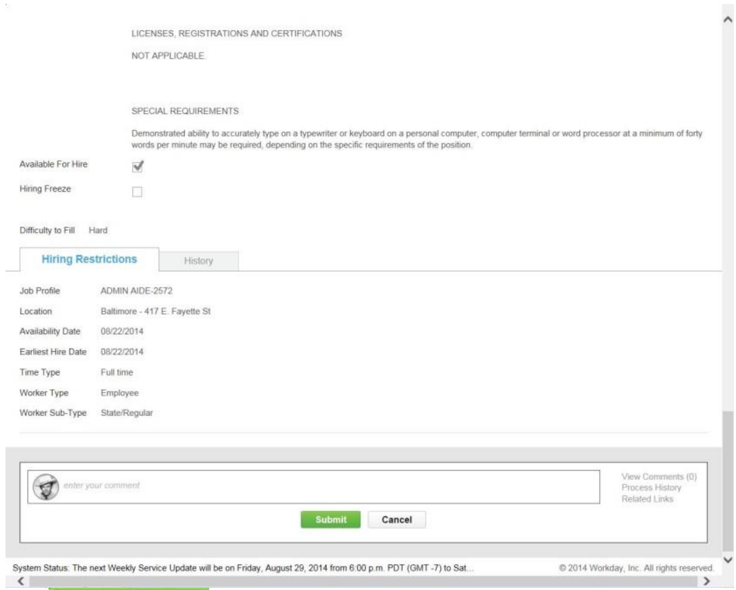


4. Click on the Staffing Staffing tab.



5. Find the unfilled position you want to close. Then click on the Related Actions icon next to the position title.
6. Hover over Position Restrictions and select Close Position.
7. Type or use the prompt to select the reason to close a position.
8. Click the Calendar icon and select the Close Date.

Close Position

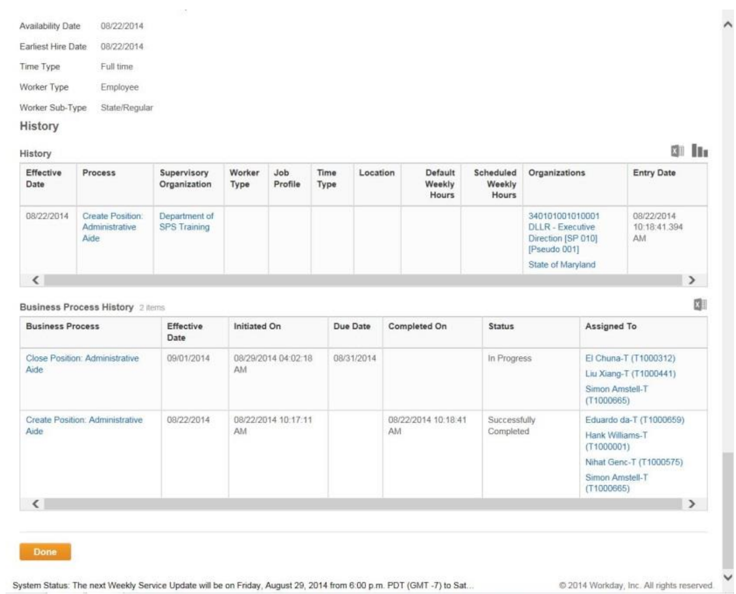


9. Click the **Submit**  button.

Tip: If you do not want to submit the request at this point, you can also click one of the following buttons:

- Click **Cancel** to cancel the process and start at another time.

Close Position



Tip: After completing a task in the business process you can view the next step.

- Click the drop-down arrow next to **Details and Process** to expand the section.
- Click the **Process** tab to see the path that the process will take.
- See the *Check the Status of a Business Process* section of this guide for details on how to view, access, or complete other tasks in the process.

10. Click the **Done** Done button.

Information: The close position request must be approved. The next step is the approval process. The approval routing depends on the reason code you selected.

11. The System Task is complete.

Check the Status of a Business Process

The status of a business process event can be checked at any time by going to the **Archive** tab within the Inbox of the person who initiated the event.

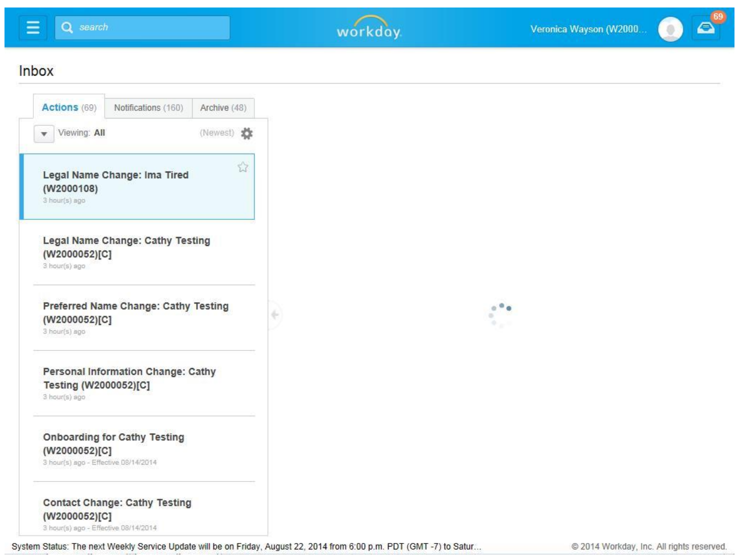
The procedure to check the status of a business process event follows.

Procedure:

1. Select the Inbox  button.
2. Click the **View Inbox** 

hyperlink.

Inbox

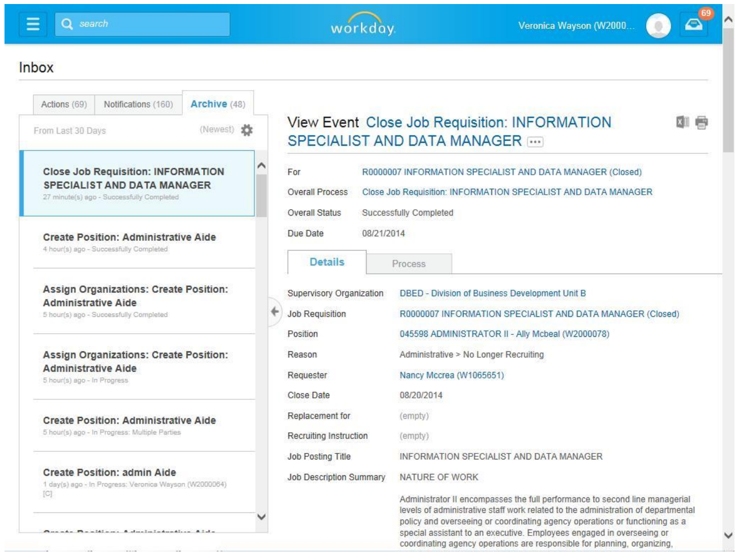


3. Click the **Archive** 

tab.

Information: The **Archive** tab shows all items initiated by you. You can select an item and view the status on the right hand side of the screen.

Inbox

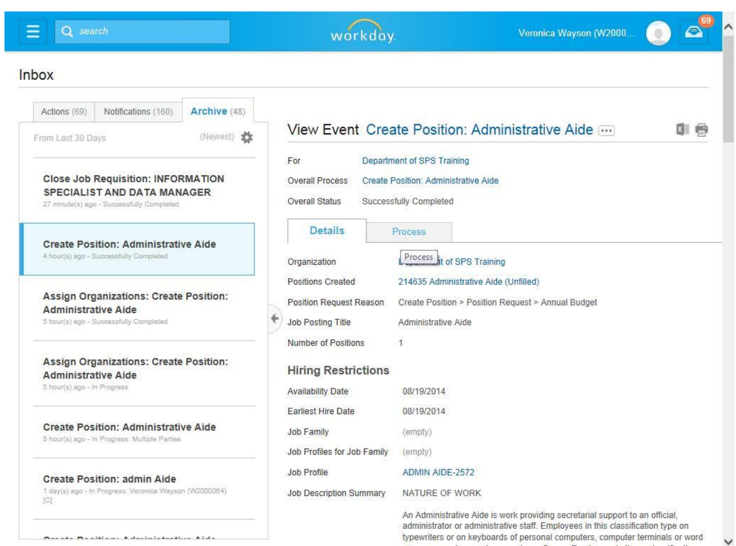


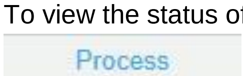
4. Select the item for which you want to view status.
5. Review the transaction details on the Details tab, if desired.
6. Review the Overall Status field at the top-left side of the transaction page.

Information: The overall status of a business process displays as….

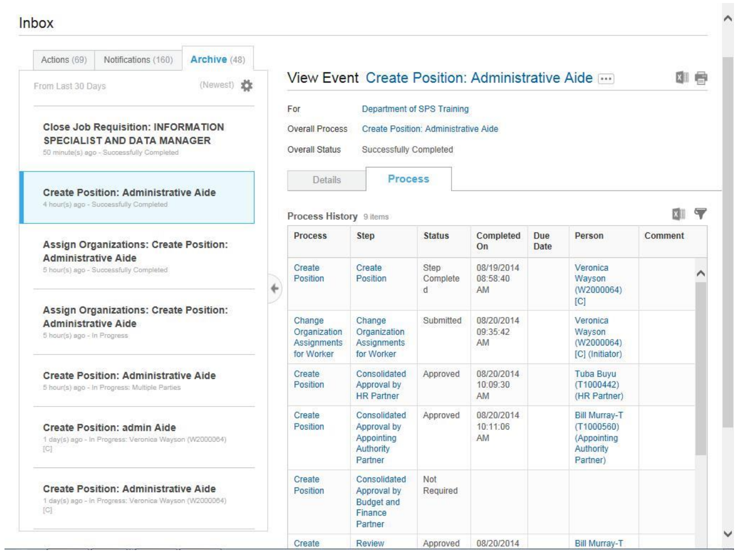
- "Successfully Completed" when are required steps in the process have been completed.
- "In Progress" when there are some tasks awaiting action by someone in the business process routing.

Inbox



7. To view the status of individual tasks in a business process, click the **Process**  tab.

Inbox



8. Review the status, which steps have been completed/not completed and who has the step for action.
9. The System Task is complete.